



**Grafton Capital Improvement Planning Committee**  
30 Providence Road  
Grafton, MA 01519  
(508) 839-5335  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

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**GRAFTON CAPITAL IMPROVEMENT PLANNING COMMITTEE**  
**Meeting Minutes**  
**May 26, 2021**

A regular meeting was called to order at 7:03 p.m. The following members were marked present by a roll call:

Colleen Roy (chair), Jeremy Graves (Vice Chair), Greg Marr (Clerk), Amy Marr, Sue Robbins.

Ms. Roy read the order by the governor amending open meeting requirements.

1. Recap our meeting with the TA.
  - The spreadsheet for tracking projects is really nice, and would be good to have this year.
  - Dr. Cummings is looking forward to the capital inventory and summit.
  - We would like to find out the schedule of the capital summit soon so we can plan for it.
2. Discuss creating a complete project list from previous years. (postponed)
3. Discuss ClearGov and how we can integrate it into our capital process.
  - We would like to see the kind of thing that was done in Monson where the system tracks the capital projects, and shows photos of ongoing work during building projects.
4. Set goals for meetings over the summer.
  - Probably won't have much to meet about until after the capital summit.
  - Would be good to put together lists of questions for the departments based on their 5 year capital plans.
  - There will be a CPC workshop in June on the grant process, if people from the committee are interested so that we understand their process when discussing our capital projects with departments.
5. School department update: the planned ADA assessment will take longer than expected. The department hoped it would be done over the summer, but it will likely not have results until next spring, due to the number of buildings and amount of work to be done.

6. Meeting Minutes: 4/8. Motion to approve as presented made by Amy, seconded by Sue. Greg: Aye, Sue: Aye, Amy: Aye, Colleen: Aye, Jeremy: Abstain. Motion carried.

**Adjournment:** At 7:27 a motion was made by Sue to adjourn. Motion seconded by Amy. The motion carried unanimously by roll call vote.

Respectfully submitted,

Greg Marr, Clerk  
CIPC